

## **COPY REQUESTS**

It is the policy of the Clerk's Office that any copy request for over 10 pages will be forwarded to the copy service Legal Eagle.

1. Complete the attached form. The description of the document along with the number of pages must be completed.
2. Forward the form to Legal Eagle to request the copies and to provide billing and delivery information.

Legal Eagle  
635 Augusta Street  
Greenville, SC 29605  
Phone: 864.467.1373  
Fax: 864.467.1365

3. Legal Eagle will coordinate with the Clerk's Office to retrieve the documents to be copied.



UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA

**COPY REQUEST FORM**

**Date:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**CASE NUMBER:** \_\_\_\_\_

**CASE NAME:** \_\_\_\_\_

**DOCUMENTS TO BE COPIED**

<b>Document No. and/or Date Filed</b>	<b>Name/Description of Document (motion to compel, order, answer, etc.)</b>	<b>Number of Pages</b>

**RECEIPT FOR FILES**

**Received by:** \_\_\_\_\_  
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